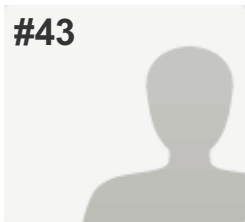


#43

**COMPLETE****Collector:** Web Link 1 (Web Link)**Started:** Monday, December 15, 2014 11:02:53 AM**Last Modified:** Monday, December 15, 2014 2:44:13 PM**Time Spent:** 03:41:19**IP Address:** 163.191.87.192

## PAGE 2

**Q1: Agency:**

Commerce and Economic Opportunity

**Q2: Agency Information:**

Agency Director or Secretary:

Director Adam Pollet

Name of Individual Completing Survey:

Victoria D. Benn

Individual's Working Title:

DCEO Agency-wide EO  
Compliance/Education &  
Training/Recruitment Manager

Individual's Phone Number:

217/524-2997

Individual's Mailing Address:

Director's Office/EOMC, 500 East Monroe  
Street, R-8, Springfield, IL. 62701

Individual's Email Address:

Victoria.Benn@illinois.gov

## PAGE 3

**Q3: As of June 30, 2014, provide the number of Hispanics employed within each of the following EEOC categories:**

Officials and Managers	13
Professionals	5
Technicians	0
Protective Service Workers	0
Para-Professionals	2
Office and Clerical	1
Skilled Craft Workers	0
Service-Maintenance	0

## PAGE 4

## 2015 Hispanic Employment Plan Survey

**Q4: As of June 30, 2014, provide the number of employees in Spanish-speaking option positions who receive bilingual pay employed within each of the following categories:**

Officials and Managers	0
Professionals	3
Technicians	0
Protective Service Workers	0
Para-Professionals	1
Office and Clerical	1
Skilled Craft Workers	0
Service-Maintenance	0

### PAGE 5

**Q5: As of June 30, 2014, provide the number of funded positions within each of the following EEOC categories:**

Officials and Managers	181
Professionals	210
Technicians	2
Protective Service Workers	0
Para-Professionals	9
Office and Clerical	4
Skilled Craft Workers	1
Service-Maintenance	1

### PAGE 6

**Q6: As of June 30, 2014, provide the total number of agency employees; include full-time, part-time and LOA's:**

408

**Q7: As of June 30, 2014, provide the underutilization for Hispanics by category:**

Officials and Managers	0
Professionals	1
Technicians	0
Protective Service Workers	0
Para-Professionals	0
Office and Clerical	0
Skilled Craft Workers	0
Service-Maintenance	0

## PAGE 7

**Q8: Provide results of your agency's studies and monitoring success concerning the number of Hispanics employed by your agency in the EEOC categories. Include specific position titles that were filled externally.**

FY14 Hispanic employee summary: FY15 Hispanic employee summary:

11 – Official/Managers	14 – Official/Managers
5 – Professionals	5 – Professionals
2 – Para-Professional	2 - Para-Professionals
1 – Office/Clerical	1 – Office/Clerical
0 – Skilled Craft Worker	0 – Skilled Craft Worker

**Q9: Were there any increases or decreases in the number of Hispanics within any of the EEO occupational categories from the prior fiscal year? If so, please provide specific details.**

Regarding this question the Department is aware that it refers to Hispanics/Latinos vs. African-Americans.

Therefore, during FY14 the Department hired:

One (1) well-qualified Hispanic Male/Deputy Director, DCEO Office of Management Operations - Region 1/Cook County

One (1) well-qualified Hispanic Male/Regional Manager, DECO Office of Regional Economic Development (Northwest Region) - Region 3/Rock Island County

And during the 1st Qtr. of FY15 DCEO is scheduled hire one (1) well-qualified Hispanic Male Senior Public Services Administrative, DCEO Office of Local Government Initiatives - Region 7/Sangamon County

## PAGE 8

**Q10: Please provide the details of your plan to increase the number of Hispanics and Spanish-speaking bilingual staff employed by your agency for FY 14 and in what position titles.**

Determinations are made by management based on client and service needs of programs. Assessment is primarily evaluated with vacancies or work activity changes.

## PAGE 9

**Q11: How many Human Resources staff are there in your agency?** 6

**Q12: How many of those Human Resources staff are minorities?** 1

PAGE 10

**Q13: As of June 30, 2014, how many Hispanic senior or mid-level staff (PSA and SPSA positions, for example) reported to the Agency Director(s) or Agency Secretaries?** 1

**Q14: List the position titles.**

Deputy Director DCEO Office of Management Operations - Region 1/Cook County

PAGE 11

**Q15: How many Hispanic Rutan certified interviewers are in your agency as of June 30, 2014?** 1

PAGE 12

**Q16: How many Rutan interviews were conducted during FY 14?** 21

**Q17: For FY 14, in how many Rutan panel interviews did Hispanic interviewers participate?** 2

PAGE 13

**Q18: Provide the overall number of employees that vacated your agency due to: resignation, retirement, layoff, termination and transfer during FY 14.** 42

**Q19: List the position titles.**

1- Account Clerk 1  
 1- Account Tech 2  
 1 - Accountant  
 1- Administrative Asst. 1  
 1- Administrative Asst. 2  
 1- Economic Development Representative I  
 1- Energy & Natural Resources Specialist II  
 1- Human Services Grants Coordinator II  
 1- Industrial & Community Development Rep. I  
 2- Information Systems Analyst II  
 1-Local Housing Advisor II  
 6- Manpower Planner III  
 3- Office Coordinators  
 1- Office Coordinator, Opt.2  
 8- PSA, Opt. 1  
 1- PSA, Opt. 3  
 10- SPSA  
 1- Storekeeper

**Q20: How many of the employee who vacated your agency during FY 14 were Hispanic?** 0

**Q21: List the position titles.**

N/A

PAGE 14

**Q22: How many employees were hired during FY 14? Include new "off the street" hires from the open competitive list of eligibles and inter and intra agency transfers of current state employees, promotions, voluntary reductions, lateral moves.** 34

**Q23: List the position titles.**

3- Accountants  
 3- Accountant Advanced  
 1- Account Clerk I  
 2- Account Technicians II  
 1- Human Services Grants Coordinator II  
 1- Industrial & Community Development Representative I  
 1- Information Services Specialist II, Opt. A  
 1- Information Systems Analyst I, Opt. M  
 1- Office Coordinator, Opt. 2  
 2- Public Administrative Interns  
 3- Public Service Administrators, Opt. 1  
 1- Public Service Administrator, Opt. 8C  
 1-Public Service Administrator, Opt. 8L  
 12 - Senior Public Service Administrators, Opt. 1  
 1- Senior Public Service Administrator, Opt. 2

**Q24: How many new employees (as defined Question 22) were hired in FY 14 were Hispanic?**

2

**Q25: List the position titles.**

Deputy Director, DCEO Office of Management Operations - Region 1/Cook County

Regional Manager,DECO Office of Regional Economic Development (Northwest Region) - Region 3/Rock Island County

PAGE 15

**Q26: How many student workers/interns did your agency hire in FY 14? (do not include trainee positions)**

0

**Q27: If your agency employed student workers/interns in FY 14 how many were Hispanic?**

0

PAGE 16

**Q28: What activities does the EEO Officer conduct/participate in during the open competitive process to ensure that the areas of underutilization for minority categories are being addressed?**

The Director places great emphasis on hiring/promoting highly qualified Hispanic/Latino applicants and employees within management and professional level positions within the Department.

The Deputy Director, DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) and the DCEO Agency-wide EO Compliance and Education/Training/Recruitment Manager maintain excellent business relations with internal and external recruitment sources such as:

local churches, various Local and State Officials of Hispanic/Latino descent who have offices throughout the

## 2015 Hispanic Employment Plan Survey

local churches; various Local and State Officials of Hispanic/Latino descent who have offices throughout the State of Illinois; Minority and Women Owned Businesses within Illinois; the Division Manager of the CMS Bureau of Personnel/Division of Statewide Services; Representatives from the CMS Chicago Diversity Enrichment Program; A Representative from the Chicago Urban League Workforce Development and Diversity Center; A Representative from the University of Illinois at Chicago Career Placement Division; Statewide EEO Managers; the Manager of the CMS Veterans Outreach Program; President of the Illinois Association of Hispanic State Employees (IAHSE); Liaisons from the Illinois Dept. of Human Rights in Chicago and Springfield; Northern, Central and Southern Illinois Higher Educational Institutions; Illinois Worknet Centers to apprise these employment sources of current vacancies within DCEO as well as attempt to identify highly qualified applicants during our outreach efforts to future employment/career fairs which may be scheduled in areas that are predominately located in Hispanic/Latino communities.

DCEO maintains a close relationship with the following community outreach partners, just to name a few:

Amalia Riojaz, Senior Advisor to the Governor - Liaison for Statewide Latino/Latina Affairs - Office of Governor Pat Quinn

The Honorable State Senator Iris Y. Martinez and the Honorable State Representative Cynthia Soto – Illinois Legislative Caucus

Jose' M. Prado, President, Illinois Association of Hispanic State Employees (IAHSE)

Jose' Lopez, Illinois State Director, League of United Latin American Citizens (LULAC) Guadalupe Preston, Executive Director, Service, Employment & Redevelopment (SER) for the Spanish Community of Chicago

Blanca Vargas, Illinois State Director for Women, League of United Latin American Citizens

Andrew Sund, President, Illinois Latino Council on Higher Education (ILACHE) and President of St. Augustine College in Chicago

Eloy Salazar, Executive Director, Illinois Migrant Council (IMC)

Sylvia Puente, Executive Director Latino Policy Forum

Jaime Velasquez, Assistant Director, UIC Office of Career Services

Oscar Gonzalez, Latina Connections of McLean County

Barrett Sheeley (bilingual interpreter) - The Job Center, Jacksonville, IL.

Elba Aranda-Suh, Director, National Latino Education Institute

Susan Allen, Compliance Liaison, Illinois Department of Human Rights

Chet Pinski, Compliance Liaison, Illinois Department of Human Rights

Carlos Charneco, Manager, CMS Diversity Enrichment Program

Barb McDonald, Counselor, CMS Chicago Diversity Enrichment Program

Mac McKelvey, Manager, CMS Veteran's Outreach Program

Statewide Agency EEO Managers

State Agency Recruitment Managers

Stephen Cantine, Director, Career Center of ISU

Linda Moore, Director, EIU Career Services

Tammy Craig, Director UIS Career Development Center

Jaci DeBrun, Manager, CMS/ SD Program

Career Placement/Office of Diversity at the University of Illinois at Chicago and Springfield; Governor's State University, Robert Morris University; Benedictine University; Springfield College in Illinois; Lincoln Land Community College; Southern Illinois University/Carbondale; SIU/Edwardsville.

DCEO participates in statewide employment/career fairs and workshops sponsored by universities, community colleges, trade associations and during annual conferences affiliated with statewide professional minority organizations as well as employment events scheduled by members of the Illinois General Assembly when our manpower and budget permit.

DCEO was represented at the following Career/Job Fairs/Workshops, statewide conferences and special events/meetings:

On 07-18-13, the Department participated during the Women Veteran's Fair sponsored by the Honorable State Representative Stephanie Kifowit, State Representative Linda Chapa LaVia and the Honorable State Senator Linda Holmes and Waubesa Community College in Aurora, IL

## 2015 Hispanic Employment Plan Survey

On 09-26-13, the Department participated as a recruiter during the 36th Annual UIC Fall Diversity Job Fair, Chicago, Illinois.

On 10-25-13, The Department participated at the 26th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference held at the Hyatt Regency McCormick Place Hotel, Chicago, Illinois

On 12-31-13, the Department responded to recruitment applicants that were interested in employment at DCEO. We also made sure the applicants became familiar with DCEO's website and mission, programs and services, our position titles, recruitment booklet and the SD Program. In addition, Likewise, to notify highly qualified applicants about our vacancies when they occur based upon their educational background and work experience.

On 01-20-14, the Department attended and networked with community leaders during the 39th Anniversary of the Springfield Club Frontiers International Annual Martin Luther King, Jr. Memorial Breakfast, Springfield, Illinois.

On 02-09-14, The Department attended and networked with community leaders during the 93rd Annual Lincoln-Douglass Banquet sponsored by the Springfield Branch NAACP, Springfield, Illinois.

On 03-27-14, the Department attended and networked with Asian-American undergrad, grad students and community leaders during the "Information & Application Workshop" sponsored by the Office of the Governor, CMS, and the Asian-American Employment Plan Advisory Council at the College of DuPage, Glen Ellyn, Illinois.

As an active member of the Disability Hiring Initiative Committee (DHIC), DCEO along with other member state agencies assisted in the coordination and successful completion of two (2) State Employment Webinars for Persons with Disabilities. The first webinar was conducted on February 26, 2014, and 69 individuals participated. The second webinar was held on March 26, 2014, and 39 people attended in Springfield, Illinois.

On June 24, 2014, the Department attended a 2-way video conferenced Minority Recruitment Strategy meeting hosted by CMS. Presentations were geared towards Personnel Managers, EEO Managers and Recruitment/Selection staff.

In future, the Department planned and did participate at the upcoming 27th Annual Illinois Association of Hispanic State Employees (IAHSE) Training Conference/Job Fair held on September 26, 2014 at the Midwest Conference Center in Northlake, Illinois.

On a regular basis DCEO identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY14, the Department notified those staff members who are still involved in the Rutan hiring process to participate in the on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible.

The Department tracks the response rate of applicants who complete a CMS employment/promotional application, submits a resume to the Department and obtains a CMS grade of "A" for various position titles which the Department utilizes.

The Department maintains recruitment files compiled with lists of highly qualified individuals, including Hispanic/Latino applicants and employees, interested in working for or advancing within the Department. As positions become available, they are referred to the Office of Human Resources.

Supervisors who are directly involved in the selection process are requested to contact the Department's Agency-wide EO Compliance/Education and Training Manager, prior to the interview, to identify any outstanding under-utilized areas when considering the hire or promotion of highly qualified Hispanic/Latino applicants for state service.

The Office of Human Resources as well as the Office of Equal Opportunity Monitoring & Compliance assists applicants by mail, telephone, in person, the Internet and e-mail in order to better understand the CMS



## 2015 Hispanic Employment Plan Survey

applicants by mail, telephone, in person, the internet and e-mail in order to better understand the CMS employment process and to help them access, complete and submit an employment or promotional application.

DCEO's Agency-wide EO Compliance/Education and Training Manager also identifies and refers highly qualified internal Hispanic/Latino employees to DCEO management staff for consideration when promotional opportunities arise.

### PAGE 17

**Q29: If random selection of candidates was part of the open competitive interview invitation process, describe your agency's method of random selection.**

Random selection was not part of the open competitive interview process.

### PAGE 18

**Q30: During FY 14, what steps did your agency take to ensure administrative staff responsible for hiring, interviewing and recruiting, are complying with the legislative mandates of the Hispanic Employment Plan? Please include information about the materials and meetings with administrative and senior staff. If no meetings or materials were scheduled or provided, please explain why.**

When DCEO's Office of Human Resources staff notifies the Office of Equal Opportunity Monitoring & Compliance (EOMC) that vacancies have occurred in under-utilized or utilized areas, the DCEO Office of EOMC immediately sends out a written notice to the Deputy Director of Human Resources and/or their staff as well as the respective hiring authority reminding them of their EO/AA and Executive Order #15 (1999) obligations to adhere to such laws;

Staff within the Office of Human Resources as well as DCEO's Agency-wide EO Compliance/Education and Training Manager attend monthly agency personnel managers' meetings and training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Hispanics/Latinos;

DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Hispanics/Latinos to the workforce.

On a regular basis DCEO/EOMC identifies hiring authorities who are/are not up-to-date with their certification as Rutan interviewers. During FY14, the Department notified those staff members who are involved in the Rutan hiring process to participate in the on-line Rutan Refresher course. And for newly hired managers/supervisors with subordinates to register for the 2-day "Interview & Selection" training session at CMS as soon as possible. This information is monitored by DCEO/EOMC.

### PAGE 19

**Q31: What training has been provided to recruitment staff to recruit Hispanics? Please include information about the materials, dates of training and meetings with administrative and senior staff. If no training or materials have been provided, please explain why.**

As previously stated, recruitment staff within the DCEO Office of Equal Opportunity Monitoring & Compliance (EOMC) attend monthly agency personnel managers' meetings as well as training sessions sponsored by CMS and IDHR to become aware of any/all legislative mandates affecting the recruitment, employment and promotion of highly qualified Hispanics/Latinos;

DCEO's Deputy Director of EOMC and the DCEO Agency-wide EO Compliance Manager provide periodic updates to the Director or his designee as well as to the Deputy Director of Human Resources regarding the Department's responsibility to attract, hire or promote highly qualified Hispanics/Latinos to the workforce.

PAGE 20

**Q32: List the agency activities undertaken in implementing the State Hispanic Employment Plan in FY 14 including employment strategies (Examples: recruitment, internships, community linkages):**

Please see response to Question #28.

PAGE 21

**Q33: Does your agency have a designated Hispanic liaison who works with the Hispanic Community to recruit Hispanics?**

If so, please provide the name:

Not at this time. The Department plans to address this matter as soon as possible.

If so, please provide the title:

N/A

Is this person an Executive senior staff member?

N/A

**Q34: What duties/activities does the Hispanic liaison conduct/participate in relative to recruitment, staffing recommendations, agency policy making and involvement in the Hispanic community?**

N/A

PAGE 22

**Q35: Is the Agency compliant with the State Services Assurance Act?**

Yes

**Q36: If the agency is not compliant with the State Services Assurance Act, what strategies have the agency implemented to reach compliance?**

N/A

## PAGE 23

**Q37: List the workforce and professional development programs you make available to Hispanic employees in order to increase the number of Hispanic supervisors and managers in the agency.**

DCEO not only emphasizes recruitment and hiring, but also places great importance on training, education, and promotional needs for Hispanic/Latino employees so they have an opportunity to take advantage of career advancement opportunities within the Department.

DCEO offers a Tuition Reimbursement Program; Upward Mobility Program; Professional Development Training/Education Programs; and a variety of Computer Training Programs to all eligible employees.

## PAGE 24

**Q38: How many employees received tuition reimbursement and/or enrolled in the Upward Mobility Program?**

7

**Q39: How many Hispanics received tuition reimbursement and/or enrolled in the Upward Mobility Program?**

0

## PAGE 25

**Q40: How many veterans were hired externally during the year?**

5

**Q41: How many were Hispanic veterans?**

0

## PAGE 26

**Q42: Were recommendations made to your agency by the Hispanic Employment Advisory Council, DHR, CMS or the Auditor and were any implemented by the agency?**

No direct recommendations were made to the Agency. However, through the continuous communication and outreach efforts of by the DCEO Agency-wide EO Compliance/Education & Training/Recruitment Manager, the Department continues to remain an active participant statewide sponsored Hispanic events. In addition, when job opportunities become available the DCEO Agency-wide EO Compliance/Education & Training/Recruitment Manager immediately sends out and shares this information with statewide Hispanic recruitment sources.

One recruitment source that has been instrumental to many state agencies is the collaboration between IDHR and CMS. These two (2) entities work together to implement and schedule a number of informative employment workshops throughout State of Illinois which increases the opportunity for applicants to better understand the state hiring process, meet recruiters such as DCEO and hopefully obtain state jobs.

As a forethought DCEO would like to recommend the following entities: HEP, IDHR and CMS work together to develop an electronic on-line training session for hiring authorities and HR personnel focusing on the history and importance of "EEO Compliance Law (under the Human Rights Act and Title VI and VII of the Civil Rights Acts). Both laws are positive mandates to promote the goal of an Inclusive Workforce; Also "Diversity" training should be mandatory within all state agencies, especially for hiring authorities and HR personnel, of which the current majority of staff are composed of non-minorities.

One recommendation that DCEO requested and was implemented during FY14 dealt with Rutan training being made available in the Chicago area, not just in Springfield, Illinois. In future, DCEO hopes the State of Illinois will consider increasing the number of highly qualified minorities as Human Resource Managers.

PAGE 27

**Q43: By selecting "I Agree" below, I hereby certify that this completed survey represents the Hispanic Employment Plan Survey of this agency and that the agency head reviewed and approved these responses.**

I Agree